



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

SPED 03-23

MEMORANDUM

Date: March 4, 2003

To: Directors of Special Education
Charter School Administrators
Secure Care Facilities
Private Residential Facilities
County Superintendents
Arizona State School of the Deaf and Blind

From: Exceptional Student Services
Miriam Podrazik, CSPD Coordinator

Re: Mailing and Shipping Information for
Recruiting Education Personnel
CEC Annual Convention, April 9-12, 2003, Convention Center, Seattle, Washington

The Department of Education, Exceptional Student Services will have a recruiting and information booth at the 2003 Council for Exceptional Children (CEC) Annual Convention to be held April 9-12, 2003 in Seattle, Washington. This is the largest convention for recruiting personnel including education and related service professionals.

We are unable to take any materials from individual school districts, charter schools, and other educational facilities. However, if you would like to have brochures or other information about your school displayed, please ship it to:

COUNCIL FOR EXCEPTIONAL CHILDREN ANNUAL CONVENTION

Arizona Department of Education/Exceptional Student Services

Booth Number: 332-334

CEC Convention 2003

C/O Freeman Decorating Company/Triumph Events

12614 Interurban Avenue South

Seattle, WA 98168

Cost will be \$72.75 per 100 lbs per shipment received before April 3, 2003
(Shipments received after April 3rd will have an additional \$22.00 charge for special handling)

Or Shipped to the Show site

COUNCIL FOR EXCEPTIONAL CHILDREN ANNUAL CONVENTION

Arizona Department of Education/Exceptional Student Services

Booth Number: 332-334

CEC Convention 2003

C/O Freeman Decorating Company/Triumph Events

Washington State Convention & Trade Center

800 Convention Place

Seattle, WA 98101-2350

**SHIPMENTS CANNOT ARRIVE TO THE SHOW SITE BEFORE Wednesday,
April 9, 2003**

- All shipments must be sent prepaid.
- Cut-off for advance warehouse is Thursday, April 3, 2003.
- All common carrier freight must be crated or boxed.

Note that there will be an overcharge for special handling on material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, side door unloading, constricted space unloading, designated place unloading, and stacked shipments; Federal Express and UPS are include in this category due to their delivery procedures.

- Attach appropriate FREEMAN label, provided.

Thank you for your continued support. If you need further assistance, please call Cande Barfuss at 602-542-3184.